# Begin to format the unit

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| **1.** | Scan through the *text, selecting headings and* marking them with appropriate heading levels:<br>• Section headings are level 2.<br>• Topical statements are level 3.<br>• Boldface headings are level 4.<br>• Boldface italic headings are level 5.<br>• Italic headings are level 6. | The format of the unit is created. |
| **2.** | To convert boldface, boldface italic, and italic heads that run into the text paragraph (from old CDCs) to new heading levels, use Carole's Format Corrections Toolbar. Three toolbar buttons format the headings and one button removes the periods from the headings. | When you click on the arrow buttons, as appropriate, existing headings are moved up to a one-line paragraph preceding the paragraph from which they came.<br>When you click on the Rem Periods button, all periods are removed from the new headings. You may choose to use this button only once, at the end of the process. |
| **3.** | To create or update the unit menu,<br>a) Press Control+Home.<br>b) Click on the unit menu or the error statement line, as appropriate.<br>c) Press F9 | A corrected menu will appear.<br>**NOTE**: If text other than section and topical statement headings appears in the menu, you have inadvertently marked the text as a heading. Find the text in the unit, select it, and click on the "T" button on Carole's Custom Toolbar for ECI Units to return the corresponding text to body text. Then, update the menu by clicking on it and pressing F9.<br>**NOTE**: If not all topical statements and |
| **4.** | Save and close the file by clicking on the "Close" button on Carole's Custom Toolbar. | The file with your adjustments is saved and the file closes. |